
MISSING MINOR PROTOCOL

When a minor is reported as missing, notify the Program Administrator, department leadership, or other responsible University leader immediately and follow the guidelines below.

- If there is any reason to believe the missing minor is in immediate danger of harm (i.e. environmental or weather factors, etc.), call 911 immediately.
- If there is no reason to believe the missing minor is in immediate danger, conduct a quick search of the area where the minor went missing, including restrooms, any nearby snack or dining facilities, the minor's sleeping quarters, all other sleeping quarters, and program activity spaces. You should also call the minor's cell phone and check with other staff or counselors.
- If the minor is not immediately located during the quick search, call 911.
- The decision to call 911 to report a missing minor should not be unreasonably delayed while searching.
- When calling 911, provide as much information to the emergency dispatcher as possible, including: person's name, age, sex, approximate height and weight, physical descriptors, clothing description, distinguishing appearance features, time and location child was last seen, and any special concerns about the child's welfare.
- Identify anyone on site who was last with the missing minor for interview by first responders and access CCTV footage if available.
- Consider existing program policies about contacting parents of a missing minor. If you have notified 911 about a missing minor, the Program Administrator should notify the minor's parents.

Suspicious circumstances or suspected abducted or runaway minor

- If the circumstances surrounding the missing minor are suspicious or if there is reason to believe the minor has been abducted or run away, call 911 immediately.
- When calling 911, report any factors that led you to believe the missing minor's circumstances are suspicious or that the minor is suspected to have been abducted or run away.
- After calling 911, conduct a quick search as outlined above while awaiting arrival of first responders.

Vulnerable persons

A missing vulnerable person is a child or adult with a known physical, mental, medical, or developmental condition who is at higher risk of harm if not located.

- For all missing vulnerable persons, call 911 immediately.
- When calling 911, report any factors that led you to believe them to be a missing vulnerable person.
- After calling 911, conduct a quick search as outlined above while awaiting arrival of first responders.

Missing minors near bodies of water

- If the minor is reported missing while recreating in or near a body of water, call 911 immediately.
- After calling 911, conduct a quick search as outlined above while awaiting arrival of first responders.